

Commonwealth of Massachusetts

Recycled

and

Environmentally Preferable

Product Procurement Annual

Report

for

Fiscal Year 1997



November 18,

1997

Operational Services Division
Executive Office of Administration & Finance
Executive Office of Environmental Affairs
Department of Environmental Protection

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[A&F Letterhead]

November 18, 1997

Dear Interested Reader:

We are pleased to present the Commonwealth's fiscal year 1997 Recycled Procurement Annual Report. This report describes the progress that Commonwealth agencies made in fiscal year 1997 to increase their purchases of recycled products, and charts the course for the state's environmental procurement program in fiscal year 1998 and beyond.

The success demonstrated in this report is the result of cooperative efforts by the Executive Office of Administration & Finance, the Executive Office of Environmental Affairs, the Operational Services Division, the Department of Environmental Protection and, most importantly, the state agencies that purchase the recycled products discussed in the report.

As you will see, the report illustrates the continued growth of our environmental purchasing program. Our purchases of recycled products have expanded rapidly from \$2.8 million in fiscal year 1992 to more than \$34 million last year. These purchases are a crucial part of our statewide recycling effort, because they help "close the loop" on recycling, creating a market for the products we recycle at home and at the office. In addition, recycled product purchases stimulate growth of the Massachusetts economy, by contributing to the expansion of our 12,000-job recycling industry.

We are looking forward to even greater success in the future, as agencies build on their achievements from the past year, and we thank you for your continued support.

Sincerely,

Charles D. Baker
Secretary, EOAF

Trudy Coxé
Secretary, EOEA

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EXECUTIVE SUMMARY

In Fiscal Year 1997 (July 1, 1996 through June 30, 1997), the Commonwealth of Massachusetts continued to make significant progress in increasing its purchases of recycled products. Additionally, efforts were expanded to identify and procure other environmentally preferable products (EPPs) such as those which minimize waste, conserve energy or water, or reduce toxics use.

Many of these efforts were coordinated by the Operational Services Division (OSD), the state's central purchasing department, in cooperation with the Executive Office of Environmental Affairs (EOEA) and the Department of Environmental Protection (DEP). In addition, many departments and political subdivisions initiated their own efforts to procure environmentally preferable products.

The purpose of this annual report is twofold: to summarize and document the program's accomplishments in Fiscal Year 1997 and to set goals for Fiscal Year 1998 that will strengthen cooperation and help the Commonwealth achieve its long-term environmental procurement objectives.

FY 97 RESULTS

- **Total Executive Department purchases of recycled and remanufactured products grew by 57%** in Fiscal Year 1997, reaching \$34.3 million, up from Fiscal Year 1996's \$21.8 million (see graph, p.2).
- **Purchases of non-traditional recycled products grew substantially, particularly in the areas of lottery tickets, printed materials, recycled paint, and re-refined oil.** In addition, substantial progress was made in the promotion of other products such as toner cartridges and plastic lumber.
- **Substantial progress was made in researching and initiating purchases of other environmentally preferable products.** Such efforts included the development of draft specifications for environmentally preferable cleaners, the purchase of 2-way send and return envelopes by two state departments, and adoption of federal Energy Star guidelines for all copy machines.

GOALS

OSD, EOEA and DEP have established the following procurement goals for Fiscal Year 1998:

I. Increase Value of Recycled Content Product Purchases to \$38 Million

OSD will promote use of products currently offered through state contracts as well as expand the selection of products available through the addition of new contract items.

II. Expand Use of Environmental Criteria

OSD will continue to work with departments to develop and implement environmental standards other than recycled content and increase purchases of products which promote waste prevention, energy efficiency, water conservation and toxics use reduction.

III. Promote Environmental Purchasing Through Education and Training

OSD will develop additional recycled product fact sheets and continue to update its recycled products guide to state contracts and make them available to all state and municipal purchasing personnel. OSD will also sponsor the third annual statewide vendor fair and conference to promote recycled and other environmentally preferable products.

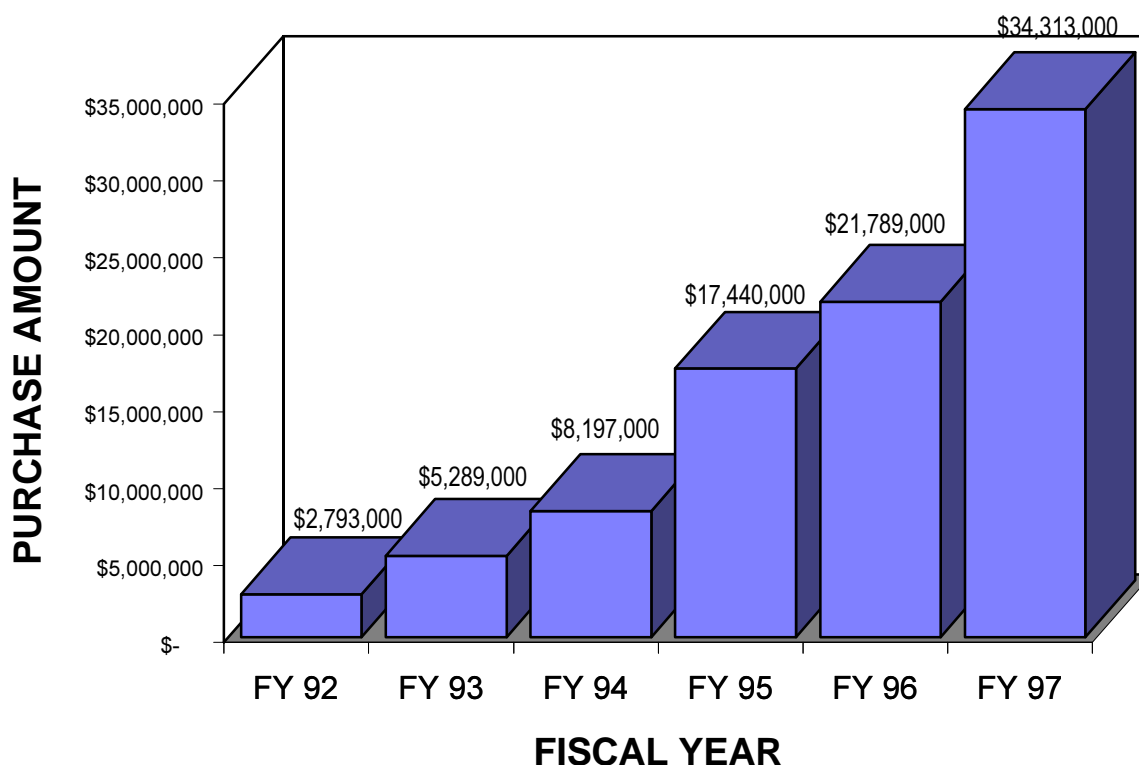
IV. Improve Tracking of Recycled Purchases and Expand Measurements Used

OSD will work to obtain accurate data from state contract vendors on purchases made by non-executive departments as well as document environmental benefits associated with the procurement of EPPs.

V. Institutionalize Use of Environmental Criteria in Purchasing Decisions

OSD will distribute the environmental purchasing guidelines section in the Procurement Policies and Procedures Handbook to all state departments. Through its Quality Assurance unit, OSD will work with departments to assess whether environmental considerations are being appropriately incorporated into purchasing decisions.

MASSACHUSETTS RECYCLED PRODUCT PURCHASES FY 92 - FY 97



The following tables summarize Fiscal Year 1997 accomplishments and purchases in more detail and outline projections for Fiscal Year 1998.

SUMMARY OF FISCAL YEAR 1997 ENVIRONMENTALLY PREFERABLE PURCHASING GOALS AND HIGHLIGHTS	
Fiscal Year 1997 Goal	Fiscal Year 1997 Highlights
Goal I - Increase Value Of Recycled Content Product Purchases to \$27 Million	<ul style="list-style-type: none"> Recycled purchases increased to \$34.3 million, a 57% increase over FY 1996. In most categories, purchases equaled or exceeded projections. Purchases of paper with 20% post-consumer recycled content continued with virtually no complaints or concerns expressed by users. Recycled paper purchases (including copy paper, envelopes, & computer paper) totaled some 85% of total paper purchases. The Lottery Commission purchased 100% of its tickets on paper stock made with a post-consumer recycled content of 10%. Purchases totaled \$19.8 million. OSD established a new contract for printed materials which requires use of recycled paper with a minimum post-consumer content of 20%. Purchases of re-refined oil grew from \$3,144 to over \$21,000 and recycled paint purchases grew from \$21,000 to over \$46,000. OSD coordinated a pilot purchase program in which various recycled products such as plastic lumber planking, recycled rubber flooring, and plastic chock blocks were purchased and sent to facilities for testing and evaluation.
Goal II - Expand Use of Other Environmental Criteria Beyond Recycled Content	<ul style="list-style-type: none"> OSD and the Department of Environmental Management (DEM) joined forces to procure 30 pick-up trucks which run on Compressed Natural Gas. These trucks will be stationed throughout the state at DEM facilities. OSD drafted Energy Star specifications for inclusion in the state's copier contract, while purchases of Energy Star computers continued. The two state print shops, Central Reprographics and Mass. Correctional Industries, participated in a federally sponsored pilot program to use low VOC (volatile organic compound) inks and press wash. Central Reprographics was so pleased with the program, it continued to purchase these materials even after the test was concluded. An inter-department team developed draft specifications for environmentally preferable cleaners and solicited comments from the vendor community. Final specifications will be issued during Fiscal Year 1998. Both the Lottery Commission and Registry of Motor Vehicles purchased a trial number of a "send and return" envelopes, however, total purchases did not meet projections. A comprehensive service contract to recycle fluorescent lamps, computer equipment, PCB ballasts and batteries was established, and in the first six weeks of the contract, over 11,000 pounds of computer equipment and 1300 pounds of PCB ballasts were collected. The Food & Groceries PMT required its Prime Grocer vendor to submit an environmental plan which outlined the vendor's intent to reduce packaging waste, improve recycling at its warehouse facility and other environmental initiatives.

Fiscal Year 1997 Goal	Fiscal Year 1997 Highlights
Goal III - Promote Environmental Purchasing Through Education and Training	<ul style="list-style-type: none"> Over 250 state and local purchasing officials and 65 vendors participated in the second annual "Buy Recycled Vendor Fair and Conference" in Framingham. OSD distributed over 750 copies of the 6th edition of the "Recycled Products Guide to State Contracts." OSD maintained a world wide web page with information about the Commonwealth buy recycled program, recycled product state contracts and upcoming events. The address is: http://www.magnet.state.ma.us/osd/enviro/enviro.htm. OSD presented seven Fiscal Year 1996 buy recycled awards to state departments, facilities and municipalities at the 2nd annual Vendor Conference.
Goal IV - Improve Tracking Of Recycled Purchases/ Expand Types of Measurements Used	<ul style="list-style-type: none"> OSD and EOEA succeeded in obtaining data for Fiscal Year 1997 department purchases through the state's new database program, Information Warehouse. However, OSD was only marginally successful in obtaining non-executive purchases from some state contract vendors.
Goal V - Institutionalize Consideration of Environmental Criteria In All Purchasing Decisions	<ul style="list-style-type: none"> OSD promulgated new purchasing regulations, including a consolidated environmental section, and established a standard set of guidelines in the new edition of the Massachusetts Procurement Policies and Procedures Handbook. OSD worked with DEP to develop buy recycled guidelines and mandates for municipal purchases as part of the Municipal Recycling Incentive Program (MRIP).

As part of the effort to identify priorities for future recycled procurement efforts, the Operational Services Division has attempted to project the amount of such purchases which will occur in Fiscal Year 1998 based on the activities described in the goals section. The data presented in table 4 projects estimated purchases by commodity area of recycled and remanufactured content products. These projections are based on a number of criteria including:

- historical purchases of the same or similar commodities
- predicted establishment of new contracts for new products
- estimates from large user departments of specific products
- estimated price changes which will be reflected in the overall level of purchases

Based on these criteria, **projected recycled content purchases for Fiscal Year 1998 total approximately \$38 million.** This estimate reflects similar purchases of products such as lottery tickets and paper products as well as increases in other products such as office supplies, printed materials, paint, toner cartridges, re-refined oil, recycled anti-freeze, and various plastic lumber recreational and transportation related products. In addition, plans exist to purchase new recycled products, including re-tread tires, carpeting made from recycled plastic soda bottles and recycled building and construction materials.

FY 1994-1997 RECYCLED PURCHASES & FY 1998 PROJECTIONS

PRODUCT	TOTAL FY 94	TOTAL FY 95	TOTAL FY 96	TOTAL FY 97	PROJECTED FY 98
Lottery Tickets	\$1,213,569	\$7,733,919	\$8,400,000	\$19,800,000	\$19,800,000
Printed Materials/TOTAL	\$2,288,310	\$3,117,566	\$3,899,643	\$5,067,752	\$8,000,000
Paper Stock (copy, stationery)	\$600,463	\$2,627,678	\$3,245,303	\$3,208,033	\$3,400,000
Envelopes	\$434,311	\$643,025	\$1,104,085	\$1,361,988	\$1,600,000
Paper Towels, Tissue	\$833,689	\$690,638	\$905,977	\$958,697	\$950,000
Coiled Aluminum	\$100,650	\$154,000	\$253,000	\$517,780	\$350,000
Ballot Forms	N/A	N/A	N/A	\$466,166	\$450,000
Continuous Forms/Computer Paper	\$162,261	\$216,774	\$696,018	\$313,688	\$425,000
Plastic Compost Bins	\$435,209	\$627,597	\$597,011	\$309,775	\$250,000
Recycling Set Out Containers	\$656,338	\$283,028	\$209,787	\$274,616	\$225,000
Bags & Liners	N/A	N/A	\$258,934	\$259,680	\$200,000
Office Supplies	\$297,238	\$482,638	\$361,803	\$224,112	\$450,000
Office Supplies -- Folders	\$30,426	\$100,958	\$206,838	\$126,498	\$175,000
Glass Beads (highway marking)	\$55,498	\$0	\$0	\$108,394	\$110,000
Concrete & Asphalt Products	N/A	N/A	\$31,690	\$91,210	\$100,000
Storage Boxes	\$62,744	\$169,503	\$174,575	\$71,589	\$75,000
Promotional Items	\$0	\$14,560	\$41,067	\$66,497	\$65,000
Paint	\$2,726	\$2,657	\$21,131	\$46,049	\$75,000
Office Supplies -- Binders	\$26,450	\$17,522	\$32,048	\$33,129	\$33,000
Traffic Cones	\$0	\$59,840	\$0	\$28,234	\$30,000
Oil, Re-refined	\$0	\$0	\$3,144	\$21,807	\$40,000
Dinnerware (plates, bowls, etc.)	\$0	\$2,053	\$12,300	\$21,454	\$20,000
Table Setting/Napkins & place mats	\$41,411	\$41,328	\$54,627	\$20,174	\$40,000
Plastic Lumber	\$0	\$0	\$10,897	\$18,065	\$25,000
Rags, Reclaimed/Wipes Recycled	N/A	N/A	\$13,500	\$23,621	\$15,000
Haircaps/Clothing Accessories	\$15,495	\$11,562	\$9,323	\$11,024	\$5,000
Paper Bags/Food Service	\$5,954	\$5,437	\$15,004	\$11,023	\$10,000
Flooring Tiles			\$3,036	\$8,083	\$3,000
Paper Targets	\$9,220	\$5,749	\$6,604	\$6,338	\$6,000
Playground Equipment,				\$6,000	\$4,000
Containers & Barrels	N/A		\$3,400	\$4,316	\$7,500
Anti-Freeze, Remanufactured	\$0	\$0	\$0	\$2,558	\$3,500
Traffic Control Devices	\$0	\$0	\$4,523	\$2,080	\$5,000
Rubber Matting	\$0	\$0	\$0	\$1,338	\$5,000
Hospital Supplies/Basins	\$0	\$0	\$0	\$1,032	\$1,500
Vehicle Maintenance Supplies	\$0	\$0	\$0	\$679	\$2,500
Paper Wrap	N/A	N/A	\$632	\$260	\$250
Signs, Recycled Plastic	\$0	\$0	\$0	\$212	\$750
Trays	\$3,147	\$3,713	\$1,370	\$191	\$1,500
Mop buckets & dust pans	\$661	\$1,064		\$48	\$1,000
Furniture, plastic lumber	N/A	\$32,640	\$48,956	\$0	\$25,000
Carpeting	\$0	\$0	\$7,090	\$0	\$12,000
Manuals	N/A	\$32,340	\$45	\$0	\$0
Misc. Tickets	\$4,644	\$0	\$0	\$0	\$0
Re-Tread Tires	\$0	\$0	\$0	\$0	\$100,000
Landscaping Products	\$0	\$0	\$0	\$0	\$25,000
Building materials	\$0	\$0	\$0	\$0	\$50,000
RECYCLED PURCHASES	\$7,280,413	\$17,077,788	\$20,633,361	\$33,462,400	\$35,696,500
REMANUFACTURED PRODUCTS					
100. Workstations/Panels	\$592,362	\$318,918	\$1,051,546	\$706,074	\$800,000
101. Toner & Ink Cartridges	\$54,670	\$44,112	\$71,948	\$113,151	\$150,000
102. Ammunition	\$1,566	\$3,708	\$0	0	
104. Hospital Equipment	\$240,849	\$150	\$17,000		\$25,000
TOTAL REMANUFACTURED	\$889,447	\$366,888	\$1,140,494	\$819,225	\$975,000
TOTAL RECYCLED PURCHASES	\$8,169,860	\$17,444,676	\$21,773,855	\$34,313,414	\$37,971,500
% INCREASE OVER PRIOR YR	N/A	113.52%	24.82%	57.44%	10.54%

SECTION I

INTRODUCTION

This report, published by the Massachusetts Operational Services Division (OSD) and Executive Office of Environmental Affairs (EOEA), is the third in as many years presented by the Commonwealth in an attempt to chronicle the state's efforts to promote the procurement and use of recycled and environmentally preferable products among public departments. While the Commonwealth's program continues to focus on products which contain recycled content, this report also describes the ever increasing attempt to expand these efforts to include all types of environmentally preferable products and services such as those which conserve energy, reduce waste, and minimize the generation, use and disposal of toxic substances.

The data in this report focus primarily on purchases made by departments within the executive branch and do not take into account all environmental procurement efforts taking place in Massachusetts. Many authorities, counties, municipalities and public schools are engaged in similar efforts, however, due to insufficient resources and lack of comprehensive tracking capability, OSD and EOEA were only able to gather scattered data from vendors providing recycled products to these entities (see p.27).

The Commonwealth's environmental procurement program is coordinated by OSD which acts as the central purchasing arm for Massachusetts departments. OSD provides contracting services for a wide range of products, including those which are environmentally preferable, and makes them available to all public entities throughout the Commonwealth. Through its Procurement Management Teams (PMTs), OSD establishes Statewide Contracts for thousands of items and is able to leverage the buying power of state departments and obtain favorable pricing for products ranging from copy paper, to computers, to fuel oil and road salt.

The environmental procurement effort is a cooperative one, with substantial funding and guidance provided by EOEA and the Department of Environmental Protection (DEP). Since 1994, this funding has paid for two full-time staff people at OSD dedicated to environmental procurements. The environmental program focuses on a wide variety of activities, including: researching and identifying new and innovative environmentally preferable products; establishing environmental criteria for statewide contract specifications; promoting such products to departments and political subdivisions; testing and evaluating new products; conducting workshops and conferences; and tracking of purchases. While there is much that can and has been done by OSD, ultimately, the success of the program rests with purchasing decisions made by each individual department.

The purpose of this annual report is twofold: to summarize and document the program's accomplishments in Fiscal Year 1997 (July 1, 1996 to June 30, 1997) and to set goals for Fiscal Year 1998 (July 1, 1997 to June 30, 1998) that will strengthen cooperation and help the Commonwealth achieve its long-term environmental objectives.

SECTION II

PROGRAM RATIONALE AND HISTORY

Program Rationale

There are two primary goals of the Massachusetts environmentally preferable purchasing program: to close the loop on recycling; and to reduce the overall environmental impact of the state's activities through the procurement of goods and services which minimize that impact. By purchasing recycled products in large amounts, the Commonwealth uses its significant purchasing power to expand markets for these environmental products, markets which might otherwise falter. Through such procurements, Massachusetts helps to foster new industries and create demand for recyclable materials, thereby encouraging greater recycling rates. These efforts are critical to helping the state meet its 46% recycling rate by the year 2000. Through these efforts, the Commonwealth is also contributing to the economic health of the state. DEP estimates that the recycling industry generates some 12,000 jobs and contributes more than \$600 million annually to the state's economy.

Additionally, by purchasing recycled products Massachusetts **is reducing the amount of energy and water required to make these products** in comparison with their virgin counterparts, since the manufacture of products from recycled materials is frequently more efficient. The purchase of such products also reduces the need to consume raw materials, such as petroleum from oil wells or timber from forests.

By purchasing other environmentally preferable products, **Massachusetts acts to foster markets for these products**, reducing energy consumption, minimizing waste generation, and lessening the use of toxic materials. Not only do these efforts ease the environmental impacts of the state's purchases, but they often save the Commonwealth money through lower energy bills or reduced fees for solid or hazardous waste disposal. Such purchases also set an example for the private sector and consumers, encouraging them to make environmental criteria a component of their purchasing decisions.

Program History

The Commonwealth's Buy Recycled Program began In May, 1988 with the issuance of Executive Order #279. E.O. #279 directed the state's Purchasing Agent to develop a "**Recycled Materials Procurement Plan**," implement a buy recycled program statewide and establish regulations to guide the program. The Order also directed EOEA and DEP to provide technical assistance to the program. The effort to establish detailed direction and guidelines for recycled product procurement was one of the first in the nation.

In April, 1989, the Commonwealth promulgated 802 CMR 4.00: Recycled Material Procurement Regulations. These regulations outlined detailed procurement methodologies for recycled products, targeted specific product areas, and, for the first time, **allowed departments to employ a 10% price preference for recycled content products**. These regulations were in place until July 1, 1997, when new regulations and procedures were established (see timeline on p.9).

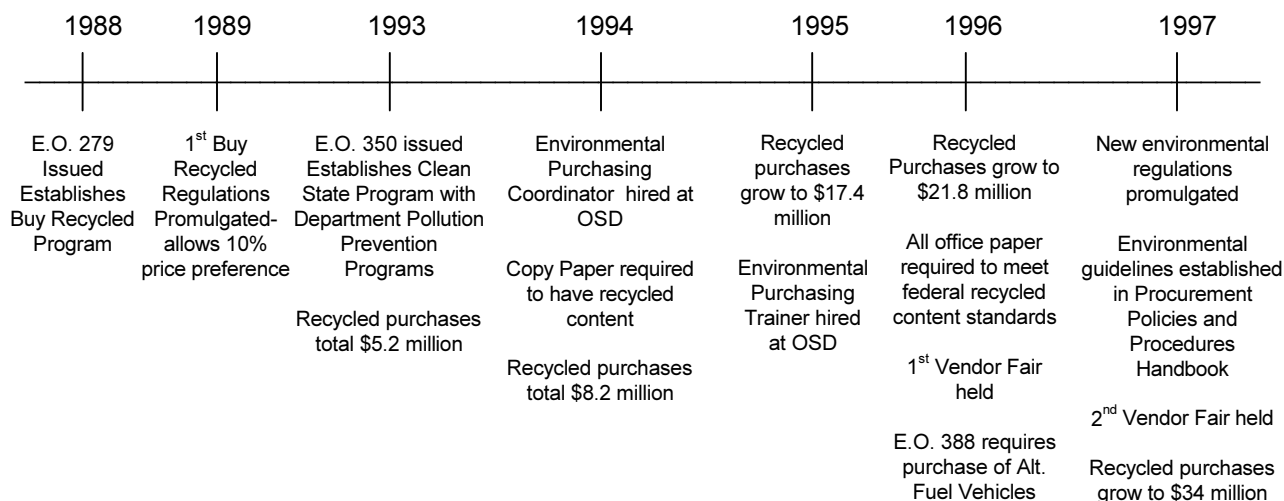
From 1989 to 1993, Commonwealth efforts to purchase recycled products **focused primarily on planning and program development** rather than on actual purchasing. Efforts included producing a recycled products vendor directory, co-sponsoring regional recycled product vendor fairs, and commenting on national policy initiatives aimed at setting minimum recycled content standards for products. Recycled purchasing increased slowly during this period, but progress was generally slow as the program suffered from a lack of resources dedicated to environmental issues.

By 1993, following the issuing of Executive Order #350 by former Governor William Weld, the state's buy recycled program began to make significant progress. The Order established the **Massachusetts Clean State Program** and a State Environmental Coordinating Council and directed all state departments, among other things, to develop "a program for purchasing recycled goods." Through department "Pollution Prevention" reports and periodic updates, the Clean State Program helped bring recycled procurement to the forefront of department purchasing practices.

It was also at this time that the Commonwealth began to track its purchases of recycled products through the use of designated commodity codes. In Fiscal Year 1992, the first year records were kept, the Commonwealth purchased some \$2.8 million worth of recycled products, mostly in the area of janitorial and office paper. By Fiscal Year 1993, these purchases grew to \$5.3 million.

In July of 1994, OSD (then called the Department of Procurement and General Services), established minimum recycled content standards for all paper sold on the state contract for printing and writing papers. Simultaneously, it was determined that dedicated staff were needed if environmental procurement efforts were to make quick and steady progress. Through funding from EOE and DEP, OSD hired its first dedicated environmental staff member in July of 1994 and then a second one in January of 1995. The Environmental Purchasing Coordinator and Environmental Purchasing Trainer continue to work at OSD today.

FIGURE 1 - COMMONWEALTH BUY RECYCLED PROGRAM - TIMELINE



During Fiscal Years 1994 through 1997, recycled procurement efforts have grown quickly through the establishment of many new contracts for recycled products, the expansion of existing contracts, and the presentation of a series of workshops and several annual vendor fairs designed to promote the use of, and educate users about, recycled products. As a result, recycled purchases grew by almost \$3 million in Fiscal Year 1994 to \$8.2 million and then more than doubled in Fiscal Year 1995 to \$17.4 million. In Fiscal Year 1996, recycled purchases continued to grow, reaching \$21.79 million, and in Fiscal Year 1997 purchases grew to \$34.3 million.

While **much of this growth was due to large increases in recycled paper purchases**, including office and janitorial paper and lottery tickets, other types of recycled product purchases have grown significantly in the past two years. Items such as plastic compost bins and recycling set out containers, plastic trash liners, remanufactured office panels and toner cartridges, traffic cones, office supplies, cardboard boxes, paint, motor oil, anti-freeze and plastic lumber make up an ever growing portion of recycled product purchases. In addition, the Commonwealth has begun efforts to promote purchases of other environmentally preferable products. In 1996, for example, Executive Order #388 was issued, requiring the state to purchase low emission vehicles.

In addition, EOEA and DEP have undertaken a number of other initiatives designed to promote recycled and environmentally preferable product procurement by businesses and consumers (see Appendix A).

Procurement Reform

In Fiscal Year 1997, the Commonwealth revamped its purchasing procedures through its "Procurement Reform" program. This program has resulted in the consolidation of procurement regulations and the establishment of an entirely new set of purchasing policies and procedures. Through these new policies and procedures, Procurement Management Teams (PMTs) and individual Procuring Departments are encouraged to search out vendors and products based on "best value" and not just the lowest prices. Additionally, procurement reform has led to greater flexibility in establishing product specifications and allowing for negotiations with vendors during contract terms.

Procurement reform has affected the environmental procurement program in a number of ways. First, the eight pages of recycled product regulations were rescinded and replaced by a one page regulation as part of 801 CMR 21.00 (see Appendix B). Simultaneously, OSD drafted an environmental procurement section for inclusion in the state's "Procurement Policies and Procedures" handbook (see Appendix C). This section outlines in detail the goals and requirements of the state's program and sets specific environmental standards for a variety of products. By transferring these standards from regulation to the handbook, OSD will be able to react much more quickly to changing technologies and adopt new standards whenever necessary.

In addition, the greater flexibility in specification development and contract negotiation has led to an increasing ability to work with vendors to incorporate environmental criteria into their products and

services both before and after contract award. Some of these efforts will be described in detail in Section III.

SECTION III

FISCAL YEAR 1997 RESULTS

A. Fiscal Year 1997 Summary and Highlights

In Fiscal Year 1997 the Commonwealth of Massachusetts made significant progress in increasing purchases of recycled and other environmentally preferable products, as well as expanding the scope of the environmental procurement program to include environmental practices at state contractor facilities, and the establishment of services to help departments address the disposal and recycling of hazardous materials.

The Commonwealth's environmental procurement program continues to be recognized as a model program by other organizations. OSD personnel were asked to give a presentation on the Massachusetts program at a national conference in July, 1997 sponsored by the Office of the Federal Environmental Executive and Environmental Protection Agency (EPA). In addition, the state is also the subject of a report being prepared by the EPA which examines the success of several EPP procurement programs throughout the country.

This section provides highlights and details for Environmentally Preferable Product (EPP) purchases made by Commonwealth executive departments, as well as most purchases made by non-executive departments which may use the state's purchasing and accounting system (EPS/MMARS), such as a number of the constitutional offices, and Judicial and Legislative branches of government. These data do not, however, include procurements made by those entities which do not use MMARS, such as colleges and universities, authorities, cities and towns and other political subdivisions (such as local school districts).

In Fiscal Year 1997, **recycled product purchases increased by 57% over the previous year to \$34.3 million.** This increase continues the steady growth in the dollar value of Commonwealth recycled product purchases. As part of this increase, several products made important gains, such as lottery tickets, printed materials, re-refined oil and recycled paint. OSD also continued its efforts to test and promote various products such as plastic lumber and flooring materials.

Fiscal Year 1997 also saw a growth in efforts to incorporate other environmental criteria into state contracts, such as energy efficient office equipment. Additionally, OSD began efforts to focus on other environmental criteria beyond direct product purchases, such as recycling practices and recycled product purchases among state contractors, and service contracts designed to help departments address disposal of toxic materials. These efforts are described below.

The progress made in Fiscal Year 1997 was evaluated based on a comparison of the goals set in Fiscal Year 1996 with the actual results achieved in Fiscal Year 1997. The summary table on pages 12-13

highlights some of the year's more significant advances and is followed by a more detailed description of the past year's activities.

TABLE 1 - SUMMARY OF FISCAL YEAR 1997 ENVIRONMENTALLY PREFERABLE PURCHASING GOALS AND HIGHLIGHTS	
Fiscal Year 1997 Goal	Fiscal Year 1997 Highlights
Goal I - Increase Value Of Recycled Content Product Purchases to \$27 Million	<ul style="list-style-type: none"> Recycled purchases increased to \$34.3 million, a 57% increase over FY 1996. In most categories, purchases equaled or exceeded projections. Recycled paper purchases (including copy paper, envelopes, & computer paper) with a minimum 20% post-consumer content totaled some 85% of total paper purchases in these categories. The Lottery Commission purchased 100% of its tickets on paper stock made with a post-consumer recycled content of 10%. Purchases totaled \$19.8 million. OSD established a new contract for printed materials which requires use of recycled paper with a minimum post-consumer content of 20%. Purchases of re-refined oil grew from \$3,144 to over \$21,000 and recycled paint purchases grew from \$21,000 to over \$46,000. OSD coordinated a pilot purchase program in which various recycled products such as plastic lumber planking, recycled rubber flooring, and plastic chock blocks were purchased and sent to facilities for testing and evaluation.
Goal II - Expand Use of Other Environmental Criteria Beyond Recycled Content	<ul style="list-style-type: none"> OSD and the Department of Environmental Management (DEM) joined forces to procure 30 pick-up trucks which run on Compressed Natural Gas. These trucks will be stationed throughout the state at DEM facilities. OSD drafted Energy Star specifications for inclusion in the state's copier contract, while purchases of Energy Star computers continued. The two state print shops, Central Reprographics and Mass. Correctional Industries, participated in a federally sponsored pilot program to use low VOC (volatile organic compound) inks and press wash. Central Reprographics was so pleased with the program, it continued to purchase these materials even after the test was concluded. An inter-department team developed draft specifications for environmentally preferable cleaners and solicited comments from the vendor community. Final specifications will be issued during Fiscal Year 1998. Both the Lottery Commission and Registry of Motor Vehicles purchased a trial number of a "send and return" envelope, however, total purchases did not meet projections. A comprehensive service contract to recycle fluorescent lamps, computer equipment, PCB ballasts and batteries was established, and in the first six weeks of the contract, over 11,000 pounds of computer equipment and 1300 pounds of PCB ballasts were collected. The Food & Groceries PMT required its Prime Grocer vendor to submit an environmental plan which outlined the vendor's intent to reduce packaging waste, improve recycling at its warehouse facility and other environmental initiatives.

Fiscal Year 1997 Goal	Fiscal Year 1997 Highlights
Goal III - Promote Environmental Purchasing Through Education and Training	<ul style="list-style-type: none"> Over 250 state and local purchasing officials and 65 vendors participated in the second annual "Buy Recycled Vendor Fair and Conference" in Framingham. OSD's "Recycled Products Guide to State Contracts," now in its 6th edition was distributed widely to departments and municipalities. OSD maintained a world wide web page with information about the Commonwealth buy recycled program, recycled product state contracts and upcoming events. The address is: http://www.magnet.state.ma.us/osd/enviro/enviro.htm. OSD presented seven Fiscal Year 1996 buy recycled awards to state departments, facilities and municipalities at the 2nd annual Vendor Conference.
Goal IV - Improve Tracking Of Recycled Purchases/Expand Types of Measurements Used	<ul style="list-style-type: none"> OSD and EOEA succeeded in obtaining data for Fiscal Year 1997 department purchases through the state's new database program, Information Warehouse. However, OSD was only marginally successful in obtaining non-executive purchases from some state contract vendors.
Goal V - Institutionalize Consideration of Environmental Criteria In All Purchasing Decisions	<ul style="list-style-type: none"> OSD promulgated new purchasing regulations, including a consolidated environmental section, and established a standard set of guidelines in the new edition of the Massachusetts Procurement Policies and Procedures Handbook. OSD worked with DEP to develop buy recycled guidelines and mandates for municipal purchases as part of the Municipal Recycling Incentive Program (MRIP).

B. Fiscal Year 1997 Environmental Procurement Details

FY 97 Goal I - Increase Value Of Recycled Content Product Purchases To \$27 Million

The Commonwealth projected a \$5.1 million increase from \$21.9 million to \$27 million in recycled product purchases during Fiscal Year 1997, based on historical data and specific commodity estimates. Actual purchases were significantly above projections, with Fiscal Year 1997 purchases totaling \$34.3 million, a 57% increase over the previous year. This growth was due in part to a decision early in the fiscal year by the Lottery Commission to purchase tickets only with recycled content. Several other product areas exceeded projections, such as glass beads, recycled paint and re-refined oil, while others fell short, such as re-tread tires and plastic lumber. These data reflect the difficulty in making accurate projections.

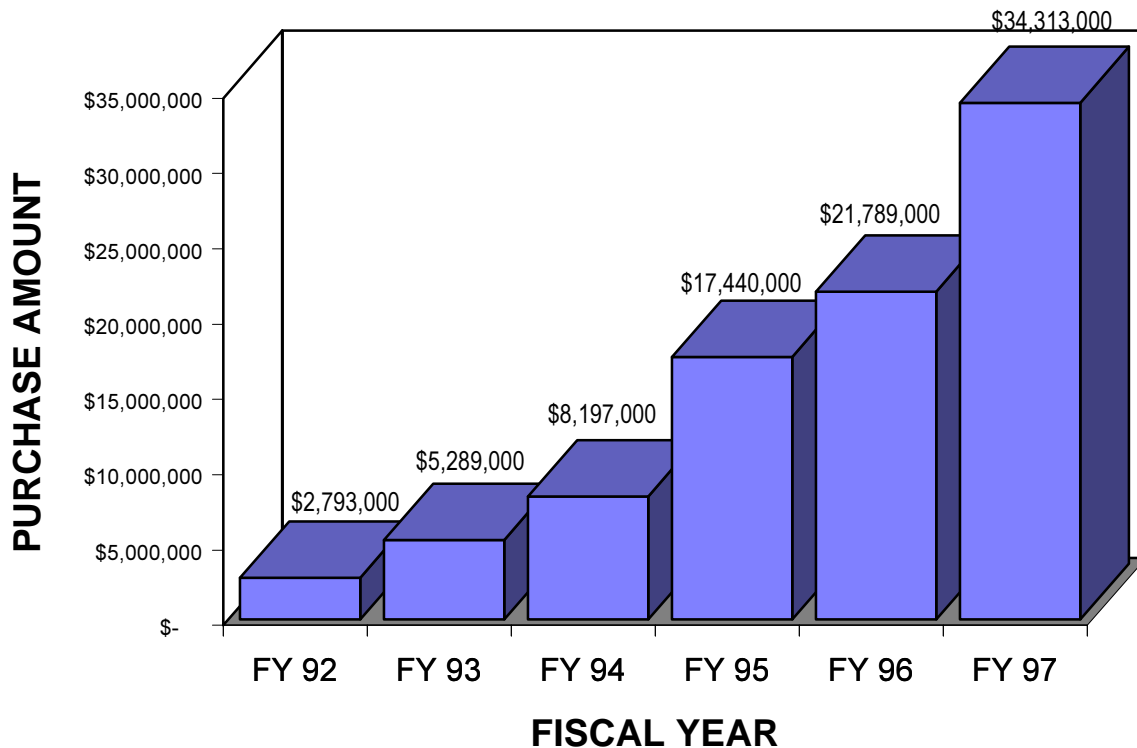
Below are some of the important measures taken in Fiscal Year 1997 which helped increase the total value of recycled product procurement and expand the availability of recycled products.

Paper and Office Products

- Total purchases for copy paper, printing paper, computer forms and envelopes were essentially in line with projections. **Purchases of these paper products totaled \$4.9 million, or 85% of the total paper purchases made.** Out of this total, departments purchased \$3.2 million of copy paper, stationery and other printing paper, \$1.31 million worth of envelopes, and \$313,688 worth of computer paper.

- Purchases of white and colored copy paper totaled more than 62,000 cases. OSD estimates that based on the natural resource savings resulting from the 20% post-consumer recycled content of paper on the state contract, **the Commonwealth saved 6,300 trees, reduced water consumption by 2.2 million gallons, saved 945 cubic yards of landfill space, eliminated 18,900 pounds of air pollutants and saved enough energy to heat 315 average homes for 6 months.**
- All statewide contracts for paper (copy paper, envelopes, computer paper, printed materials) now require the provision of paper which meets federal and state standards for recycled paper - 20% post-consumer content.
- Following an intensive testing program, the **Lottery Commission converted all ticket purchases to paper stock with a 10% post-consumer recycled content.** Recycled ticket purchases totaled \$19.8 million, or 100% of the total ticket purchases and more than double the amount of recycled tickets purchased in the previous year. The Lottery Commission projects that 100% of Fiscal Year 1998 ticket purchases will also be on recycled stock.
- OSD, the Secretary of State's Office and the state's ballot vendor reached agreement on the purchase of various ballot forms with recycled content. As a result, approximately **\$488,188, was spent on recycled paper ballot forms, or 46% of total ballot form expenditures.**
- In an effort to expand use of remanufactured toner cartridges, OSD added four new frequently used cartridges to the Statewide Contract. Purchases of **remanufactured toner and ink cartridges grew from approximately \$72,000 to more than \$113,000.** OSD estimates that departments saved more than \$70,000 by purchasing remanufactured toner cartridges.
- The Commonwealth established a new statewide contract for printing in December, 1996 which **requires the use of paper with a minimum of 20% post-consumer recycled content.** As a result, total purchases of recycled printed materials reached \$5.1 million, or 59% of total printed materials purchased during Fiscal Year 1997, up from \$3.9 million worth of printed material purchases in Fiscal Year 1996.
- Purchases of recycled toweling and tissue products totaled \$958,697 or 87% of total purchases in this category.
- The Commonwealth purchased \$706,074 worth of remanufactured office panels, however, for unknown reasons, this total was some \$300,000 less than during Fiscal Year 1996.
- Purchases of recycled content office supplies fell well below projections, due to some department dissatisfaction with the statewide contract. Total purchases of these products only reached \$224,111, or 9.35% of total office supply purchases, while purchases of recycled folders totaled \$126,498, or 14% of total folder purchases. In response to department concerns about the office supply contract, OSD has established a new Statewide Contract for office supplies (effective July 1, 1997) and has designated products which must be purchased with recycled content only, such as all paper pads, post-its, phone message pads, and folders, to name a few.

**FIGURE 2 - MASSACHUSETTS RECYCLED PRODUCT
PURCHASES FY 92 - FY 97**



Plastic and Rubber Products

- The Commonwealth purchased some \$259,680 worth of **recycled plastic trash liners** (20% post-consumer content), representing no real change from the previous year.
- Purchases of **recycled plastic compost bins** totaled \$309,775, and \$274,616 worth of **recycling set out containers** were purchased. Both products contain more than 50% post-consumer recycled plastic, much of which comes from Massachusetts. These purchases include those made by DEP on behalf of municipalities and individual municipal purchases from the state contracts.
- Through funding provided by the Executive Office of Environmental Affairs, OSD coordinated a pilot purchase program designed to test new recycled products in various departments throughout the Commonwealth. Products included:
 - ⇒ recycled **plastic lumber** for use as decking material on a footbridge over the Charles River in Waltham; over 112,000 milk jugs were used to make this decking material
 - ⇒ recycled **plastic lumber** as part of a playground structure in Taunton
 - ⇒ recycled **plastic chock blocks** for use in various garage facilities
 - ⇒ recycled **plastic medical basins** for testing and evaluation at several state hospitals; and
 - ⇒ recycled **rubber floor matting** for use in Department of Correction facilities (see Appendix D for details on the pilot purchase program).

TABLE 2
FISCAL YEAR 1997 RECYCLED PRODUCT PURCHASES

PRODUCT CATEGORY	TOTAL RECYCLED PURCHASES	RECYCLED PURCHASES AS % OF OVERALL PRODUCT CATEGORY
LOTTERY TICKETS, RECYCLED	\$ 19,800,000	100.00%
PRINTED FORMS, RECYCLED	\$ 5,067,752	58.7%
PAPER STOCK	\$ 3,208,033	88.9%
ENVELOPES	\$ 1,361,988	83.2%
RECYCLED TOWELING, TOILET TISSUE	\$ 958,697	87.5%
PANELS, REMANUFACTURED	\$ 706,074	16.3%
ALUMINUM SHEETING, RECYCLED	\$ 517,780	99.9%
BALLOT FORMS, RECYCLED	\$ 466,166	45.6%
CONTINUOUS FORMS	\$ 313,688	63.8%
HOME COMPOSTING BIN, RECYCLED	\$ 309,775	100.0%
SET-OUT CONTAINER, RECYCLED	\$ 274,616	100.0%
RECYCLED STORAGE BAGS	\$ 259,680	N/A
OFFICE SUPPLIES	\$ 224,112	9.4%
FOLDERS	\$ 126,498	14.1%
REMANUFACTURED INK & TONER CARTRIDGE	\$ 113,151	14.0%
GLASS BEADS, RECYCLED	\$ 108,394	100.0%
RECYCLED BITUMINOUS CONCRETE, 1.1	\$ 91,210	61.2%
RECYCLED STORAGE BOX AND/OR COVERS	\$ 71,589	N/A
PROMOTIONAL ITEMS, AS LISTED, RECYCLED	\$ 66,497	9.8%
RECYCLED PAINT, AS LISTED	\$ 46,049	21.6%
BINDERS	\$ 33,129	7.8%
CONES, TRAFFIC, RECYCLED	\$ 28,234	91.8%
WIPES, RAGS RECYCLED/RECLAIMED	\$ 23,621	53.8%
RE-REFINED OIL	\$ 21,807	18.9%
DINNERWARE, RECYCLED	\$ 21,454	N/A
RECYCLED TABLE SETTING ACCESSORIES	\$ 20,174	N/A
LUMBER, PLASTIC, RECYCLED	\$ 18,065	2.5%
CLOTHING ACCESSORIES/RECYCLED HAIRCAPS	\$ 11,024	7.5%
RECYCLED BAGS, PAPER, SELF-OPENING	\$ 11,023	41.4%
FLOORING, RECYCLED	\$ 8,083	18.4%
TARGETS FROM RECYCLED STOCK	\$ 6,338	100.0%
PLAYGROUND EQUIPMENT, RECYCLED	\$ 6,000	2.4%
BARRELS & CONTAINERS RECYCLED	\$ 4,316	N/A
RECYCLED ANTI-FREEZE	\$ 2,558	56.5%
TRAFFIC CONTROL DEVICES, RECYCLED	\$ 2,080	23.8%
MATTING, RUBBER, RECYCLED	\$ 1,338	1.9%
HOSPITAL SUPPLIES, RECYCLED	\$ 1,032	3.9%
VEHICLE MAINTENANCE SUPPLIES, RECYCLED	\$ 679	N/A
RECYCLED WRAPPING AS SPECIFIED	\$ 260	N/A
SIGNS, RECYCLED PLASTIC	\$ 212	0.6%
RECYCLED TRAYS	\$ 191	0.3%
DUST PANS (RECYCLED)	\$ 48	2.1%
TOTALS	\$ 34,313,414	

Automotive and Transportation Products

- Due to continued education and outreach, purchases of **re-refined oil grew from some \$3,000 to over \$21,000**. Out of this total, the Massachusetts Highway Department (MHD) purchased \$14,745 worth of re-refined oil, or 75% of the state's total purchases. Other large users included the Department of Fire Services (\$2,854 or 13.1% of the state's total) and the Metropolitan District Commission (\$2,656 or 12.1% of the state's total).
- Through a new contract for 100% remanufactured anti-freeze, Commonwealth departments purchased 1705 gallons of this product for purchases totaling \$2,557. MHD purchased over 80% of this total with the Department of Corrections (12.9%) and the Department of Environmental Management (6.5%) purchasing the remainder.
- OSD participated in a new multi-state bid for recycled glass beads (for traffic marking purposes) with purchases of **glass beads totaling \$108,394**, while purchases of **recycled plastic traffic cones totaled \$28,234**.
- State departments purchased a total of **\$91,210 worth of bituminous concrete which contains reclaimed asphalt pavement (RAP)**. All products were required to meet the MHD Blue Book specifications.

Paint

- Recycled **paint purchases more than doubled from \$21,131 to \$46,049**, despite the closure of a major paint recycling plant in Massachusetts. The largest purchasers of recycled paint were the Department of Corrections (\$16,719/37% of the state's total purchases) and the Metropolitan District Commission (\$12,719/28% of the state's totals). In addition, the State Police, Department of Mental Retardation, Operational Services Division, Mass. Highway Department, and Department of Youth Services all purchased more than \$1,000 worth of recycled paint products.
- As part of the continuing effort to search for new recycled paint markets, OSD worked with DEP to initiate **pilot purchases of 150 gallons of interior latex paint for three (3) housing authorities** throughout the Commonwealth. If successful, this pilot program could lead to significant purchases by potentially large users in Fiscal Year 1998.

Hospital Equipment

- OSD, through its Hospital Supplies and Equipment PMT, established a contract with a line of various remanufactured hospital equipment such as wheelchairs and beds. Although purchases of these items have not yet begun, the PMT plans to market such products for possible use by departments when appropriate.

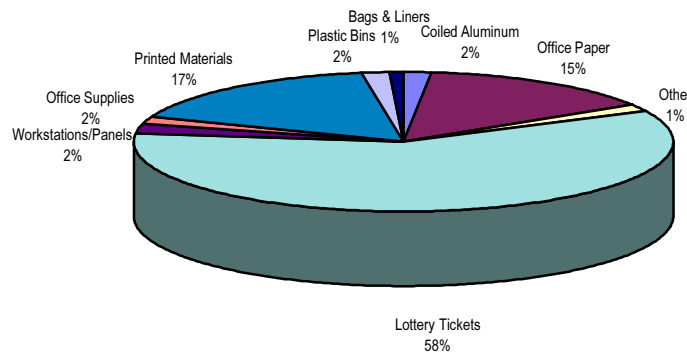
Construction

- As part of a larger renovation of their downtown offices at 1 Winter Street, the Department of Environmental Protection used a number of recycled building materials on the eighth, ninth and tenth floors. During the summer of 1997, DEP, through its contractor, purchased recycled paint,

remanufactured office panels, recycled carpeting (25% post-industrial), and recycled acoustical ceiling tiles made with 25% recycled mineral wool and cellulose. The construction will be finished by late Fall, 1997 and DEP staff will move into the new environmental floors at that time.

- The Division of Capital Planning and Operations continued its efforts to promote green building practices by issuing a directive in the Fall of 1996 on “Sustainable Design Guidelines.” The directive, issued by the Deputy Commissioner for Construction Services was sent to all DCPO engineers and project managers recommending that environmentally preferable products that meet performance requirements, are readily available and that are not cost-prohibitive, be included in state renovation and construction projects. The directive refers to specific low VOC products such as: paints, caulk, adhesives, particleboard and plywood; and recycled products such as insulation, fiberboard, cement and concrete, floor tiles, and mulch. DCPO also reports that work has commenced to incorporate consideration of EPPs into the design study phase in order to address environmental issues early in the design process.
- As part of all rest area upgrade project specifications, the Massachusetts Highway Department now includes the installation of plastic lumber benches, tables and trash receptacles. Locations receiving this furniture during Fiscal Year 1997 include rest areas in Haverhill (I 495) and Merrimack (I 495).

Figure 3 - Massachusetts FY 96 Recycled Purchases by Category



FY 97 Goal II - Expand Use Of Other Environmental Criteria Beyond Recycled Content

As recycled content purchases become more common, the Commonwealth continues to focus on efforts to expand purchases of other products which diminish the state’s environmental impact, focusing on energy efficient and less toxic products, environmental services, including the initiation of efforts to work with vendors to improve waste management and other environmental practices at their facilities. OSD acknowledges the inherent difficulties in focusing on these alternative environmental criteria which may be more difficult to define and track, however, progress is being made (see Appendix E for a summary of EPP purchases).

Energy Efficiency and Water Conservation

- OSD continued to purchase Energy Star compliant computers from the State Contract which requires that all desktop computers meet the EPA's Energy Star guidelines for reduced energy consumption. However, OSD was not able to determine the number of computers purchased in Fiscal Year 1997 and, as a result, was not able to determine the potential energy savings resulting from these purchases.
- OSD drafted specifications for an upcoming copy machine contract which requires compliance with Energy Star guidelines for mid and high speed copy machines. The contract for these machines and purchases of Energy Star copiers will begin in Fiscal Year 1998. The EPA estimates that each Energy Star copy machine reduces energy costs by as much as \$190 per year.
- 30 pick-up trucks which run on Compressed Natural Gas were purchased by OSD and leased by the Department of Environmental Management (DEM) for use in state park facilities throughout the state. These purchases were made in conjunction with federal and state mandates which require the Commonwealth to purchase specific numbers of alternative fuel vehicles each year (see Appendix F).
- The Department of Environmental Management (DEM) and Mass. Highway Department purchased a total of **18 waterless composting toilets** for state facilities such as the Lancaster Tourist Information Center on Route 2, Sandy Point, Bashbish Falls, and Greylock Glen. Benefits from these toilets include a reduction in water consumption of thousands of gallons each year, a similar reduction in the amount of raw sewage entering the waste stream, the elimination of water and sewer fees totaling thousands of dollars and the production of compost, a beneficial product.

Waste Prevention

- The Lottery Commission and Registry of Motor Vehicles purchased some \$11,000 worth of **“Send and Return” envelopes**. OSD is still evaluating this product to determine whether other departments may benefit from the cost savings, and reduced storage needs associated with this product.
- As part of copier Energy Star guidelines, OSD is requiring **that mid and high speed machines be delivered with the double side copy mode as the default**. This will ensure that most documents end up double sided, resulting in significant paper savings. When appropriate, departments will be able to copy single sided through the push of a button.
- The Lottery Commission purchased **\$11,827 worth of biodegradable packing peanuts** which are made from organic materials and completely dissolve in water. These peanuts replace the polystyrene peanut product commonly used.
- OSD now strongly encourages **all bid submissions be sent to OSD double sided, on recycled paper**, without extraneous documents, and on materials that are easily recyclable (see Appendix G for sample language). OSD has seen significant compliance with these provisions and a reduction in the size and weight of vendor responses. OSD believes that this policy sends an important

environmental message to vendors, while encouraging waste prevention, reducing shipping charges, and reducing the amount of storage space needed to store documents.

- Through its new electronic purchasing system, the Commonwealth Procurement Access Solicitation System (Comm-PASS), OSD and other procuring departments will save significant amounts of paper from the elimination of paper Request for Responses (RFRs) sent to potential bidders. In Fiscal Year 1998, OSD will require all RFRs to be accessed through Comm-PASS and will not send out any hard copies. This ensures that only those interested in participating in a bid process will download and print the appropriate documents.

Toxics Use Reduction

- OSD and an inter-departmental team made up of members from EOE, the Office of Technical Assistance, Strategic EnviroTechnology Program (STEP), Department of Public Health and Toxics Use Reduction Institute, developed draft specifications for environmentally preferable cleaning products. These draft specifications were made available to interested parties in order to solicit comments. The team will evaluate all feedback and, in cooperation with the Food & Groceries PMT, establish specifications during Fiscal Year 1998 and initiate pilot programs to test and evaluate these products.
- The two state print shops, Central Reprographics and Mass. Correctional Industries, participated in a federally sponsored pilot program to use low VOC (volatile organic compound) inks and press wash. Central Reprographics was so pleased with the program, it continues to purchase these materials even after the test was concluded.
- Through the Statewide Master Service Agreement for the recycling of fluorescent lamps and ballasts, departments recycled 11,720 pounds of computer equipment and disposed of (or recycled where appropriate) 1,331 pounds of PCB ballasts.

Vendor Environmental Practices

- In Fiscal Year 1997, OSD initiated a unique program to promote environmental programs among its vendors. Within several months following a contract award, this program requires awarded vendors to submit "environmental plans" which describe the extent to which vendors will attempt to reduce packaging, encourage the collection of used packaging, use recycled content packaging, improve recycling at their facilities, and conduct any other environmental initiatives. (See appendix H for a sample plan). So far, these plans have been required of J.P. Foods, Inc. the Prime Grocer Contractor and the two new Office Supply vendors, Corporate Express and New England Office Supplies. OSD is still evaluating the results of this program, but reports that J.P. Foods has established the following programs as a result of this initiative:
 - ⇒ approximately 1200 wooden pallets per week are recycled for repair and reused when possible; broken pallets get made into sawdust which is used at the warehouse to clean spills
 - ⇒ all cardboard is now separated and recycled
 - ⇒ a training program will be implemented designed to reduce shrink wrap by up to 25%

FY 97 Goal III - Promote Environmental Purchasing Through Education and Training

Education and Training is an integral part of the Commonwealth's efforts to promote environmentally preferable products. Such efforts help to notify purchasers about product availability and provide detailed information about product performance and price. Goals set for Fiscal Year 1997 included hosting a statewide vendor fair, continued updating of promotional materials such as a recycled products guide to state contracts and establishment of a recycled product resource center at OSD. As described below, most of these goals were met and surpassed.

Workshops and Events

- For the second consecutive year OSD hosted the Commonwealth's Buy Recycled Vendor Fair and Conference on November 21, 1997, with funding provided by EOEA and DEP. The event was co-sponsored this year with the Massachusetts Buy Recycled Business Alliance (BRBA) and, as a result, open to private sector businesses for the first time. Executive Office of Administration and Finance Secretary Charles D. Baker and Secretary Trudy Coxe of the Executive Office of Environmental Affairs both spoke at the opening session which was attended by more than 240 state, local, and private purchasing, facility and environmental officials. This participation represented a significant growth from 150 attendees the previous year while the number of exhibiting vendors grew from 40 to more than 60. OSD and the BRBA will sponsor a similar event on November 18, 1997 and expect attendance to grow to some 300 people with more than 85 exhibitors.
- OSD continued its buy recycled outreach efforts by conducting targeted workshops for state and local personnel, including the Essex County Solid Waste District, Mass Bay Transit Authority(MBTA), Franklin County Solid Waste District, and the Massachusetts Municipal Recycling Coordinators(MRC). Designated meetings to discuss environmental purchasing were also conducted with the Central Business Office, Bureau of State Office Buildings, and the Lottery Commission. OSD also helped to coordinate a buy recycled workshop at the Massachusetts Municipal Association's annual conference in January, 1997, provided and staffed an exhibit table of information at the Massachusetts Association of School Business Officials (MASBO) annual conference in March, and participated in a workshop at the Environmental Expo at the World Trade Center in May, 1997 (see Appendix I for a list of workshops).
- In an attempt to focus on the specific purchasing needs of the colleges and universities in the Commonwealth, OSD met with the Mass. Higher Education Consortium(MHEC) for the purpose of discussing contracts for recycled products initiated by the consortium and encouraging the use of Statewide Contracts among their members. At the request of Harvard University, a MHEC member, a meeting was held with the University's purchasing staff to discuss buy recycled efforts.
- In recognition of Earth Day, 1997, OSD coordinated vendor exhibits of recycled products in the lobby of the John McCormack State Office Building.

Outreach and Educational Materials

- OSD updated the "Recycled Products Guide for State Contracts" twice during the fiscal year to provide the most recent information about state contracts which make environmentally preferable

products available. The guide was distributed to all municipalities, universities and state departments as well as to any public entity which requested it.

- OSD updated the four recycled product fact sheets developed the previous year (re-refined oil, recycled paint, remanufactured toner cartridges and recycled paper) to reflect Fiscal Year 1997 contract information. However, OSD was not able write additional fact sheets as was planned. OSD plans to develop additional fact sheets during Fiscal Year 1998 on products such as envelopes, office supplies, plastic lumber, alternative fuel vehicles and antifreeze.
- OSD updated and expanded its environmentally preferable purchasing home page (www.state.ma.us/osd/enviro/enviro.htm) to reflect the increasing number of environmental contracts and products available and to provide easier access to environmental product information. During the last six months of the fiscal year (January - June, 1997), the web page received 381 hits, or an average of 63 per month. Data from the first six months of Fiscal Year 1997 were not available.
- An environmental library was established at OSD with information on products and vendors as well as providing copies of various reports on environmentally preferable products and purchasing programs from throughout the country.

Awards

- As part of the effort to recognize outstanding buy recycled efforts among departments and municipalities, OSD presented seven buy recycled awards to five departments and two municipalities at the 2nd Annual Vendor Fair (see Appendix I for a list of awardees).

FY 97 Goal IV - Improve Tracking of Recycled Purchases/Expand Types of Measurements Used

OSD continues to have difficulty in improving tracking of recycled product purchases although it is now able to track individual department purchases through the "Information Warehouse," the state's new reporting database. Additionally, since procurement reform, the use of individual commodity codes to identify recycled products has become less common, leading to a greater reliance on vendor reporting to accurately track these purchases. OSD is working with the PMTs to ensure that recycled products purchases made by political subdivisions are reported by state vendors. Additionally, OSD will continue to identify and calculate the environmental benefits associated with the purchase of environmentally preferable products.

FY 97 Goal V - Institutionalize Consideration of Environmental Criteria in all Purchasing Decisions

The long range goal of the Commonwealth's environmental procurement program is to have purchasers include environmental criteria in all appropriate purchases in all procurement arenas. In addition to including direct product purchases, this would include all types of construction projects, both horizontal and vertical, and contracts with service providers. The Commonwealth has begun efforts to encourage the inclusion of environmental criteria in contracts other than those handled by OSD. Below are the results of some initial efforts in this regard.

- New environmental regulations were incorporated into new comprehensive procurement regulations, 801 CMR 21.00 (see Appendix B). These regulations allow for more flexible rules which should help to promote environmental procurement efforts over the long-term.
- Simultaneously, OSD, in cooperation with the Executive Office for Administration and Finance (ANF), EOE, DEP, and the Comptroller's Office (OSC), completed a new environmental section which was included in the 2nd printing of the Commonwealth Procurement Policies and Procedures Handbook. This section provides clear guidelines for departments attempting to purchase environmentally preferable products and sets minimum standards for such products, which departments are required to follow (see Appendix C).
- The Division of Capital Planning and Operations (DCPO) has continued efforts to promote EPPs in state renovation and construction projects (see p.18 of this report for more details).
- Working with OSD, DEP established buy recycled requirements for municipalities interested in receiving state recycling grants. The Municipal Recycling Incentive Program (MRIP) requires municipalities to implement several buy recycled initiatives during Fiscal Year 1998 and beyond in order to be eligible for recycling grants administered by DEP.

C. Non-Executive Department Purchases

As mentioned earlier, purchases made by authorities, municipalities, colleges & universities and political subdivisions are not recorded directly by OSD. In the continuing effort to obtain such data, OSD requested information from state contract vendors on sales of recycled products to these entities. However, OSD has been successful in obtaining data from only several vendors, the results of which appear in Table 3. OSD plans to work through the PMTs to ensure that state contract vendors report detailed recycled product and other EPP purchases by political subdivisions each year. Additionally, OSD will work with municipalities and authorities to assist them in their efforts to better track purchases of recycled products.

TABLE 3		
FY 97 NON-EXECUTIVE AGENCY RECYCLED PRODUCT PURCHASES		
VENDOR	RECYCLED PRODUCT	TOTAL PURCHASE
Lindenmyer Munroe	Paper, Recycled	\$824,701
Quality Image	Remanufactured Ink and Toner Cartridges	\$64063
Bay State Envelope	Recycled Envelopes	\$749,382
Durant Paint	Recycled Paint	\$ 983
Dennis K. Burke	Re-refined Motor Oil	\$ 443
	TOTAL FY 97 PURCHASES	\$1,639,572

SECTION IV

FISCAL YEAR 1998 - GOALS, PRIORITIES AND PROJECTIONS

Each year, the Commonwealth's environmental procurement program is faced with growing challenges, despite the significant progress made in purchases of recycled products. By the end of Fiscal Year 1997, much of the "low hanging fruit" had been addressed through minimum recycled content standards for paper, the establishment of a printing services contract, the use of recycled paper by the Lottery Commission, and many other steps which have led to such substantial increases in recycled products.

As purchases of these and other products become more commonplace, future progress will depend on expanding the program to newer, less established recycled products; incorporating a broader range of environmental criteria into purchasing decisions; and promoting environmental procurement practices and tracking measures among the many other large purchasers such as municipalities, universities and authorities. In addition, it will be particularly important to promote recycled product procurement in service contracts administered by state and local departments.

In the face of these challenges, OSD will continue to pursue an increase in the types and amounts of recycled products purchased, and will pursue long-term procurement goals. OSD and EOEA will also look to expand purchases of products with other environmentally preferable criteria, promote a broad-based education and outreach program and institutionalize environmental goals into all levels of purchasing decision making among all levels of purchasers.

A. FY 98 Goals

OSD, EOEA and DEP have developed five broad goals for Fiscal Year 1998. These goals are described in detail below.

FY 98 GOAL I	INCREASE VALUE OF RECYCLED CONTENT PRODUCT PURCHASES TO \$38 MILLION
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- OSD will continue to promote greater use of recycled products offered on state contracts and expand the selection of products available by:
 - ⇒ establishing Statewide Contracts for re-tread tires, plastic lumber and carpeting
 - ⇒ working with new contract vendors to add recycled products to their product lines when appropriate, such as trash bags, new building supplies, office supplies and auto parts supplies
 - ⇒ investigating the possible addition of recycled clothing items to a state contract
 - ⇒ conducting pilot purchases of new recycled products such as carpeting and building materials in cooperation with departments

- ⇒ focusing on authority and municipal purchases of paper, where recycled paper purchases have not reached the level achieved at Executive Departments
- ⇒ continuing to promote use of recycled paint and re-refined motor oil through education and pilot programs designed to demonstrate, in a visible manner, the products' effectiveness
- ⇒ researching the performance of other recycled materials, such as carpeting, absorbents and floor tiles, and adding them to existing or new statewide contracts when appropriate
- ⇒ targeting recycled product procurement within janitorial and food service contracts in large institutions such as universities, as well as in various construction projects

FY 98 GOAL II EXPAND USE OF OTHER ENVIRONMENTAL CRITERIA BEYOND RECYCLED PROCUREMENT
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- OSD will identify and implement appropriate environmental standards other than recycled content by:
 - ⇒ incorporating energy efficient standards and guidelines into state contracts for office equipment such as copy machines, and appliances such as refrigerators and washers and dryers and educating departments and political subdivisions about the environmental and economic benefits of Energy Star standards
 - ⇒ implementing Massachusetts Executive Order #388 by procuring alternative fuel vehicles totaling 15% of the state's fleet
 - ⇒ developing specifications for environmentally preferable cleaning products and conducting a pilot testing program to evaluate these products
 - ⇒ developing a Statewide Contract for Integrated Pest Management (IPM) services and the collection of old pesticides
 - ⇒ investigating the possible substitution of non-solvent based metal degreasers for those which commonly use ozone depleting substances or other hazardous ingredients
 - ⇒ promoting waste prevention through monitoring of on-site vendor practices and through identification of other possible contract specifications (such as packaging reduction) which may lead to less waste generation
 - ⇒ promoting greater recycling and better management of waste materials through development of various service contracts such as solid waste recycling, underground storage tank testing, and environmental auditing, and expansion of existing services on the Fluorescent Lamp Recycling Contract to include elemental mercury, mercury devices and transformer dismantling services.

FY 98 GOAL III	PROMOTE ENVIRONMENTAL PURCHASING THROUGH EDUCATION AND TRAINING
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- OSD will continue to pursue education and outreach initiatives, including:
 - ⇒ expanding the number of attendees and exhibitors at the 3rd annual vendor fair
 - ⇒ updating and distributing of the recycled products guide to state contracts every 6 months
 - ⇒ developing and distributing additional fact sheets for anti-freeze, envelopes, office supplies and alternative fuel vehicles
 - ⇒ publicizing the availability of the OSD recycled products resource library
 - ⇒ conducting workshops to those institutions requesting assistance on environmentally preferable product procurement
 - ⇒ working with DEP and the MRIP program to educate municipalities about buying recycled
 - ⇒ assisting other purchasing entities throughout the state, such as public schools, purchasing cooperatives, and colleges and universities in improving their buy recycled programs
 - ⇒ periodically updating environmental information on the environmental procurements web page

FY 98 GOAL IV	IMPROVE TRACKING OF RECYCLED PURCHASES/ EXPAND TYPES OF MEASUREMENTS USED
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- OSD will work through the PMTs to improve tracking of non-executive department and political subdivision purchases of recycled products from state contracts through vendor reports
- OSD will begin efforts to quantify some of the environmental and economic benefits relating to the procurement of EPPs
- OSD will begin efforts to track recycled product procurement made through service contracts
- OSD will work with DEP to implement tracking systems for municipal buy recycled efforts as part of the MRIP grant eligibility requirements

FY 98 GOAL V	INSTITUTIONALIZE CONSIDERATION OF ENVIRONMENTAL CRITERIA IN ALL PURCHASING DECISIONS
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- OSD will work with the PMTs to ensure that all departments are aware of the new environmental guidelines in the policies and procedures handbook and to include information on these guidelines in all appropriate training sessions
- OSD will work to incorporate environmental considerations in purchasing decisions by:
 - ⇒ continuing an awards program for departments and municipalities to encourage purchase of environmentally preferable products

- ⇒ working through the OSD's Quality Assurance Unit to assess and promote department compliance with environmentally preferable and buy recycled guidelines

B. FY 1998 Projections

As part of the effort to identify priorities for future recycled procurement efforts, the Operational Services Division has attempted to project the amount of such purchases which will occur in Fiscal Year 1998 based on the activities described in the goals section. The data presented in table 4 projects estimated purchases by commodity area of recycled and remanufactured content products. These projections are based on a number of criteria including:

- historical purchases of the same or similar commodities
- predicted establishment of new contracts for new products
- estimates from large user departments of specific products
- estimated price changes which will be reflected in the overall level of purchases

Based on these criteria, **projected recycled content purchases for Fiscal Year 1998 total approximately \$38 million** (see table 4). This estimate reflects similar purchases of products such as lottery tickets and paper products as well as increases in other products such as office supplies, printed materials, paint, toner cartridges, re-refined oil, recycled anti-freeze, and various plastic lumber recreational and transportation related products. In addition, plans exist to purchase new recycled products, including re-tread tires, carpeting made from recycled plastic soda bottles and recycled building and construction materials.

TABLE 4 - FY 1994-1997 RECYCLED PURCHASES & FY 1998 PROJECTED

PRODUCT	TOTAL FY 94	TOTAL FY 95	TOTAL FY 96	TOTAL FY 97	PROJECTED FY 98
Lottery Tickets	\$1,213,569	\$7,733,919	\$8,400,000	\$19,800,000	\$19,800,000
Printed Materials/TOTAL	\$2,288,310	\$3,117,566	\$3,899,643	\$5,067,752	\$8,000,000
Paper Stock (copy, stationery)	\$600,463	\$2,627,678	\$3,245,303	\$3,208,033	\$3,400,000
Envelopes	\$434,311	\$643,025	\$1,104,085	\$1,361,988	\$1,600,000
Paper Towels, Tissue	\$833,689	\$690,638	\$905,977	\$958,697	\$950,000
Coiled Aluminum	\$100,650	\$154,000	\$253,000	\$517,780	\$350,000
Ballot Forms	N/A	N/A	N/A	\$466,166	\$450,000
Continuous Forms/Computer Paper	\$162,261	\$216,774	\$696,018	\$313,688	\$425,000
Plastic Compost Bins	\$435,209	\$627,597	\$597,011	\$309,775	\$250,000
Recycling Set Out Containers	\$656,338	\$283,028	\$209,787	\$274,616	\$225,000
Bags & Liners	N/A	N/A	\$258,934	\$259,680	\$200,000
Office Supplies	\$297,238	\$482,638	\$361,803	\$224,112	\$450,000
Office Supplies – Folders	\$30,426	\$100,958	\$206,838	\$126,498	\$175,000
Glass Beads (highway marking)	\$55,498	\$0	\$0	\$108,394	\$110,000
Concrete & Asphalt Products	N/A	N/A	\$31,690	\$91,210	\$100,000
Storage Boxes	\$62,744	\$169,503	\$174,575	\$71,589	\$75,000
Promotional Items	\$0	\$14,560	\$41,067	\$66,497	\$65,000
Paint	\$2,726	\$2,657	\$21,131	\$46,049	\$75,000
Office Supplies – Binders	\$26,450	\$17,522	\$32,048	\$33,129	\$33,000
Traffic Cones	\$0	\$59,840	\$0	\$28,234	\$30,000
Oil, Re-refined	\$0	\$0	\$3,144	\$21,807	\$40,000
Dinnerware (plates, bowls, etc.)	\$0	\$2,053	\$12,300	\$21,454	\$20,000
Table Setting/Napkins & place mats	\$41,411	\$41,328	\$54,627	\$20,174	\$40,000
Plastic Lumber	\$0	\$0	\$10,897	\$18,065	\$25,000
Rags, Reclaimed/Wipes Recycled.	N/A	N/A	\$13,500	\$23,621	\$15,000
Haircaps/Clothing Accessories	\$15,495	\$11,562	\$9,323	\$11,024	\$5,000
Paper Bags/Food Service	\$5,954	\$5,437	\$15,004	\$11,023	\$10,000
Flooring Tiles			\$3,036	\$8,083	\$3,000
Paper Targets	\$9,220	\$5,749	\$6,604	\$6,338	\$6,000
Playground Equipment,				\$6,000	\$4,000
Containers & Barrels	N/A		\$3,400	\$4,316	\$7,500
Anti-Freeze, Remanufactured	\$0	\$0	\$0	\$2,558	\$3,500
Traffic Control Devices	\$0	\$0	\$4,523	\$2,080	\$5,000
Rubber Matting	\$0	\$0	\$0	\$1,338	\$5,000
Hospital Supplies/Basins	\$0	\$0	\$0	\$1,032	\$1,500
Vehicle Maintenance Supplies	\$0	\$0	\$0	\$679	\$2,500
Paper Wrap	N/A	N/A	\$632	\$260	\$250
Signs, Recycled Plastic	\$0	\$0	\$0	\$212	\$750
Trays	\$3,147	\$3,713	\$1,370	\$191	\$1,500
Mop buckets & dust pans	\$661	\$1,064		\$48	\$1,000
Furniture, plastic lumber	N/A	\$32,640	\$48,956	\$0	\$25,000
Carpeting	\$0	\$0	\$7,090	\$0	\$12,000
Manuals	N/A	\$32,340	\$45	\$0	\$0
Misc. Tickets	\$4,644	\$0	\$0	\$0	\$0
Re-Tread Tires	\$0	\$0	\$0	\$0	\$100,000
Landscaping Products	\$0	\$0	\$0	\$0	\$25,000
Building materials	\$0	\$0	\$0	\$0	\$50,000
TOTAL/RECYCLED PURCHASES	\$7,280,413	\$17,077,788	\$20,633,361	\$33,462,400	\$35,696,500
REMANUFACTURED PRODUCTS					
100. Workstations/Panels	\$592,362	\$318,918	\$1,051,546	\$706,074	\$800,000
101. Toner & Ink Cartridges	\$54,670	\$44,112	\$71,948	\$113,151	\$150,000
102. Ammunition	\$1,566	\$3,708	\$0	0	
104. Hospital Equipment	\$240,849	\$150	\$17,000		\$25,000
TOTAL REMANUFACTURED	\$889,447	\$366,888	\$1,140,494	\$819,225	\$975,000
TOTAL RECYCLED PURCHASES	\$8,169,860	\$17,444,676	\$21,773,855	\$34,281,626	\$37,971,500
% INCREASE OVER PRIOR YR	N/A	113.5%	24.8%	57.4%	10.5%

APPENDIX A

ENVIRONMENTAL PROCUREMENT INITIATIVES AIMED AT BUSINESSES AND CONSUMERS

EOEA and DEP have undertaken a number of initiatives to increase recycled product purchases among business and consumers, including:

- 1) The **Massachusetts Buy Recycled Business Alliance** has made thousands of businesses aware of the need for and merits of buying recycled products and has provided hundreds of Massachusetts companies with technical assistance to help them increase their purchases of such products. Program services include a how-to manual, vendor directory, product fact sheets, workshops, and a help line which businesses can call with any question about purchasing recycled products. For more information, call the Alliance at 617-236-7715.
- 2) Now in its 4th year, the **Massachusetts Packaging Challenge** is a voluntary program which recognizes businesses for using post-consumer recycled materials in their packaging. In April, 1997 35 companies received 38 awards at a ceremony held at the New England Environmental Expo in Boston. For more information, call John Crisley at DEP at 617-556-1021.
- 3) Under the **voluntary agreement between the Governor and the Massachusetts Newspaper Publishers Association**, newspaper publishers used an average of 26% recycled fiber content newsprint in 1996. The agreement, which sets a target of 40% recycled content for the year 2000, has fueled multi-million dollar deinking investments which have helped stabilize markets for old newspapers and expand markets for other grades of wastepaper. DEP has played a role in other industry recycled purchasing initiatives, including the Yellow Page Publishers Association's Environmental Action Plan, and the Direct Marketing Association's Environmental Stewardship Challenge. For more information, call Peter Allison at DEP at 617-292-5980.
- 4) DEP has undertaken a number of efforts aimed at **increasing consumer awareness of the need to buy recycled products**. DEP includes a buy recycled message in educational materials distributed to most citizens in the state through the department's municipal recycling grant program, and is currently co-sponsoring an Environmental Defense Fund Buy Recycled Campaign in which public service advertisements produced by the Advertising Council have been distributed to every newspaper, television, cable, and radio station in the state. DEP is developing a state-wide advertising and public relations campaign to increase participation in municipal recycling and buy recycled programs; the campaign is currently being piloted in Boston and will likely be rolled out statewide in 1998. For more information about the campaign, contact Nichole Cirillo at DEP at 617-574-6865.

APPENDIX B

Environmental Procurement Regulation 801 CMR 21.06

801 CMR 21.06:

(e) Recycled and Environmentally Preferable Products and Services. OSD, in cooperation with relevant environmental departments, shall periodically establish policies and procedures that promote, to the greatest extent feasible, the statewide procurement and use of recycled products and environmentally preferable products and services (EPPs), and the reporting thereof, by Procuring Departments and Contractors. These policies and procedures shall include, but not be limited to, designating EPPs and establishing minimum standards specifications for their procurement and use. RFRs may provide for additional points for any RFR Response in which a Bidder offers to provide EPPs as part of Contract performance, and for any RFR Response in which a Bidder offers to utilize EPPs or implement environmentally preferable practices as part of the performance of its business.

APPENDIX C

Environmentally Preferable Product Procurement Guidelines

Contained in the Commonwealth of Massachusetts Policies and Procedures Handbook

Environmentally Preferable Products Program (EPP Program)

OSD, in consultation with the Executive Office of Environmental Affairs (ENV), the Department of Environmental Protection (DEP) and the Department of Economic Development (DOD) are working jointly to develop and implement an EPP Program.

The EPP Program includes research on Environmentally Preferable Products (EPP) and periodic establishment of EPP purchasing and use goals for Departments. In addition, OSD will implement efforts designed to achieve these goals, with periodic progress reports to the public.

- **OSD will designate products and services with minimum specifications for recycled content, energy or water conservation or toxic or other waste reduction.**

In the following section, OSD will identify EPPs and services which have mandatory Department purchasing and RFR specifications. Other EPPs and services will have recommended Department purchasing and RFR specifications.

These designated EPPs will be updated periodically by OSD, therefore PMTs should check with OSD for the latest information.

The EPP Program will assist Departments in their efforts to:

- **minimize the environmental impacts due to manufacturing, utilizing, or disposing of products purchased by the Commonwealth or its Contractors,**
- **encourage private sector development of more environmentally benign products and services by increasing demand for these products and services, and**
- **provide a model for other public, private, and non-profit organizations to make environmental criteria a component of their purchasing decisions by testing, using, and promoting the use of environmentally preferable products.**

Procuring Department Responsibilities for EPP Purchasing

PMTs are encouraged to set the most aggressive EPP procurement standards as possible while still meeting cost, availability and performance criteria (i.e. best value). When OSD has not set standards or when the existing standards are not appropriate for the procurement in question, PMTs may set their own environmentally preferable standards based on available information and research conducted by the PMT. When deviating from established standards described below, PMTs should contact OSD for guidance.

Procuring Departments are required to:

- follow the mandatory EPP purchasing and specification requirements described below whenever any of the listed commodities are being purchased;
- adhere whenever possible to the EPP purchasing and specification recommendations described below;

- promote the procurement and use of EPPs which have not been designated by OSD whenever feasible;
- when appropriate, identify in RFRs whether additional points are being awarded to bidders of EPPs and establish evaluation criteria for selecting EPPs whenever feasible; and
- maintain records of all procurements and purchases of EPPs in Departments' procurement files.

Mandatory Department Purchasing and RFR Specifications For Designated EPP Commodities and Services

OSD has determined that the commodities listed below are available at a value and quality comparable to non-environmentally preferable counterparts. In an effort to assist PMTs, OSD has established **Statewide Contracts** for each of the following commodities listed in this section.

Non-Executive Branch Departments and other public entities are encouraged to use these **Statewide Contracts** whenever feasible.

Executive Branch Departments are required to use these **Statewide Contracts** absent any unusual and documented circumstances. If any unusual circumstances necessitate the PMT's separate procurement of these designated Commodities, the RFR MUST include the following mandatory minimum specifications:

- **printing and writing papers** - minimum 20% post-consumer content until Dec. 31, 1997; thereafter 30% post-consumer content
- **printed materials** - minimum 20% post-consumer content until Dec. 31, 1997; thereafter 30% post-consumer content
- **file folders** - minimum 10% post-consumer content
- **writing tablets, message pads and all other office paper** - minimum 20% post-consumer content
- **paper towels** - minimum 100% total recycled content, 40 % post-consumer content
- **toilet tissue** - minimum 100% total recycled content, 20% post-consumer content
- **facial tissue** - minimum 100% total recycled content, 10% post-consumer content
- **napkins** - minimum 100% total recycled content, 30% post-consumer content
- **corrugated cardboard boxes** - minimum 35% post-consumer content
- **anti-freeze** - minimum 100% recycled ethylene glycol or 100% propylene glycol
- **plastic trash bags** - minimum of 20% post-consumer content
- **traffic cones** - 50-100% total recovered PVC, Low Density Polyethylene (LDPE), or crumb rubber material
- **glass beads** - 100% total recycled glass
- **computers, monitors, fax machines, copiers** - must meet federal Energy Star power consumption guidelines and be shipped with the energy star function enabled

A Response submitted that does not meet the mandatory minimum specifications should be considered "unresponsive" and be disqualified.

Recommended Department Purchasing and RFR Specifications For Designated EPP Products and Services

OSD has determined that the Commodities listed below are frequently available at a value and quality comparable to non-environmentally preferable counterparts. In an effort to assist PMTs, OSD has established EPP **Statewide Contracts** for some of the following Commodities listed in this section (identified by underlining).

Non-Executive Branch Departments and other public entities are encouraged to use these EPP **Statewide Contracts** whenever feasible.

Executive Branch Departments must use these **Statewide Contracts** unless the Contracts do not meet their needs. Some of these Contracts offer both EPP and non-EPP alternatives. Departments are encouraged to select the EPP alternative whenever possible or include the following specifications in RFRs:

- **motor oil** - minimum re-refined base stock of 50%; must be certified by the American Petroleum Institute
- **paint** - minimum of 50% post-consumer content
- **toner cartridges** - re-manufactured - meets all Original Equipment Manufacturer (OEM) specifications
- **office panels** - re-manufactured - meets all OEM specifications
- **office desktop accessories** - minimum 25% post-consumer plastic
- **binders, office** - minimum 25% post-consumer material for plastic binders
- **office waste and recycling containers** - 20% post-consumer plastic or 25% post-consumer steel
- **insulation** - 5-75% recycled content, depending on type of insulation

If, when evaluating Responses, the selection of an EPP using the minimum specifications does not result in the Best Value for the Commonwealth, PMTs may then choose to select a non-EPP or an alternative EPP that does offer best value. These determinations should be documented in the procurement file.

Recommended Methods For Promoting Use Of EPP Products and Services

- For all RFRs, even for Commodities or Services which have not been specifically designated by OSD as "EPP", PMTs are encouraged to include the optional "EPP Sample RFR Language" Attachment, located at the back of this Handbook. PMTs should be careful not to use language which precludes the purchase of an EPP
- When a PMT pursues the procurement of products or services not designated by OSD as Environmentally Preferable, and has researched and identified an EPP which meets their needs and provides best value, they may specify EPP requirements in their RFRs for such procurements.
- Alternatively, PMTs may choose to offer additional points for Responses which offer EPPs as part of performance.
- An RFR may indicate that an EPP will be considered best value even when the price is greater than that of a non-EPP (recommended not to exceed 10%).
- An RFR may award points to Bidders that use environmentally preferable products, services or engage in environmentally preferable practices as part of conducting their business.
- RFRs may request Bidders to submit information whenever possible to identify any and all environmental attributes of the product or services being procured, even when such attributes are not being required. Such information can be useful in preparing future RFRs and determining appropriate specifications for EPPs.

Substituting or Adding EPPs to an Existing Contract

Departments and Contractors may negotiate during the Contract term to permit the substitution or addition of EPPs when such products become available at a competitive cost, satisfactory performance and meet the Department's needs.

Recycled Content Purchasing Requirements for State Departments Utilizing Federal Funds

Any state department which receives federal funding for a given program or project and intends to use such funding to purchase at least \$10,000 worth of recycled products designated by the U.S. Environmental Protection Department, must, under the provisions of Section 6002 (a and l) of the Federal Resource Conservation and Recovery Act (RCRA) and Presidential Executive Order 12873, follow federal guidelines for the procurement of such products (the guidelines primarily govern minimum levels of recycled content which must be specified for these products). PMTs seeking current information on which products are subject to the federal guidelines may call the RCRA hotline at (800) 424-9346, or contact OSD.

Evaluating Responses for EPP Requirements

When evaluating environmental criteria included in RFRs, PMT's. may reserve the right not to execute Contracts with Bidders offering EPPs if these products or services are not the "Best Value" for the Commonwealth. Such determination may be based on the excessive cost of a commodity or service, its unavailability, or the absence of sufficient performance guarantees. However, Departments may only make such determinations when they are able to clearly and definitively document how such EPPs do not constitute a best value for the Commonwealth, and such determinations must be documented in the procurement file.

Procurement File Record Keeping of EPP Procurement Efforts and Purchases

PMTs should document procurements of EPPs and efforts to support the increased purchase and use of EPPs.

PMTs are encouraged to document the types and number of purchases of EPPs either through **Statewide Contracts** or through separate RFRs.

PMTs should use appropriate commodity codes to record such purchases, available in this Handbook or from OSD.

This type of tracking will help to meet the reporting requirements of the Clean State Program and aid OSD in any statewide reporting it may conduct. Record keeping should be on a fiscal year basis and should include the total amount of the product purchased (e.g. cases, cubic yards, etc.) and the total dollar value of the EPP purchased. PMTs may choose to conduct tracking themselves or require Contractors to provide such information as part of the RFR specifications.

EPP Technical Assistance

PMTs may wish to clarify these guidelines or obtain additional information about products listed here or other products. PMTs are encouraged to engage in discussions with existing Contractors about possible environmental criteria for products being purchased, or attend various workshops or the annual buy recycled fair and conference sponsored by OSD, DEP and EOEa.

All other inquiries should be directed to the environmental procurement staff listed below or to the appropriate Procurement Team Leader at OSD:

Eric Friedman, Environmental Purchasing Coordinator
Marcia Deegler, Environmental Purchasing Trainer

Operational Services Division
One Ashburton Place, Room 1017
Boston, MA 02108
617-727-7500 x351 or x356
617-727-4527 fax

eric.friedman@state.ma.us, or marcia.deegler@state.ma.us

APPENDIX D

RECYCLED PRODUCTS PURCHASED THROUGH THE FY 97 PILOT PROGRAM

Product	Amount	Recipient	Vendor Name	Total Expenditure
BASINS, HAND AND FOOT, RECYCLED PLASTIC	675 large/675 small	Chelsea Center for Recycling and Economic Development for distribution	Sheltech Plastics, Inc.	\$1,031.66
CHOCK BLOCKS, RECYCLED PLASTIC	150 large/50 small	Chelsea Center for Recycling and Economic Development for distribution	Atlon Laboratories, Inc.	\$2,080.00
COPY PAPER, RECYCLED	50 cases (5000 ea.)	South Central Recycling Ass'n. of Mass.	Lindenmeyr Munroe	\$985.00
ENVELOPES, RECYCLED	4 cases (2500 ea.)	South Central Recycling Ass'n. of Mass.	Bay State Envelope	\$128.90
OIL, RE-REFINED	6 - 55 gallon drums 5W30	Metropolitan District Commission	Dennis K. Burke, Inc.	\$887.70
PAINT, STAIN, EXTERIOR, RECYCLED	40 gallons	DEM Harold Parker State Forest	Durant Paint	\$330.00
PAINT, STAIN, EXTERIOR RECYCLED	54 gallons	DEM Lawrence Heritage State Park	Durant Paint	\$356.40
PAINT, INTERIOR LATEX/EGGSHELL RECYCLED	50 gallons	Malden Housing Authority	Durant Paint	\$307.50
PAINT, INTERIOR LATEX/EGGSHELL RECYCLED	50 gallons	Gloucester Housing Authority	Durant Paint	\$311.00
PAINT, INTERIOR LATEX/EGGSHELL RECYCLED	50 gallons	Franklin Co. Housing Authority	Durant Paint	\$311.00
PLANTERS, RECYCLED PLASTIC	2 planters	Bureau of State Office Buildings	M.E. O'Brien & Sons, Inc.	\$688.74
PLASTIC LUMBER DECKING RECYCLED	480 boards/9 feet long 2x8	City of Waltham	M.E. O'Brien & Sons, Inc.	\$15,384.00
PLASTIC LUMBER FENCING RECYCLED	25 posts/49 boards	Westfield State College	M.E. O'Brien & Sons, Inc.	\$2,681.07
PLAYGROUND EQUIPMENT RECYCLED PLASTIC	site specific	Walker School, Taunton	M.E. O'Brien & Sons, Inc.	\$6,000.00
RUBBER FLOORING RECYCLED	1900 sq. feet	North Central Correctional Center	M.E. O'Brien & Sons, Inc.	\$8,083.00
RUBBER MATTING RECYCLED	600 sq. feet	Southeast Correctional Center	M.E. O'Brien & Sons, Inc.	\$1,338.00
			TOTAL PURCHASES	\$40,903.97
note: total cost of playground equipment is \$14,496 with \$6,000 billed to OSD and remainder to Walker School				

APPENDIX E
FISCAL YEAR 1996
SUMMARY OF ENVIRONMENTALLY PREFERABLE PRODUCT PURCHASES

EPP Category	Commodity	FY 97 Purchases	FY 97 Purchases (\$)	Purchasing Entity
Energy Efficiency	Personal Computers & Monitors - Energy Star Compliant	All purchases from the state contract	N/A	<i>Various departments</i>
	Natural Gas Vehicles	30 Pick-up Trucks	\$615,420	<i>OSD and DEM</i>
Waste Prevention	Biodegradable Peanuts	N/A	\$11,827	<i>Lottery Commission</i>
	Send and Return Envelopes	N/A	\$11,987	<i>Lottery Commission & Registry of Motor Vehicles</i>
Toxic Use Reduction	Environmentally Preferable Cleaners & Disinfectants	N/A	\$453	<i>OSD for testing</i>
Water Conservation	Composting Toilets	18 Toilets	N/A	<i>Dept. of Env. Management & Mass. Highway Dept.</i>

APPENDIX F

MASSACHUSETTS ALTERNATIVE FUEL VEHICLE PROCUREMENT REQUIREMENTS

In 1996, former Governor William Weld of Massachusetts issued Executive Order #388, "Clean Alternative Fuels for the Massachusetts Fleet." This order and the "Green Fleet Program" regulation promulgated in the same year, mandate the state to purchase a minimum number of alternative fuel vehicles for use in the state fleet in conformance with the federal statute. Through the annual vehicle purchase at the Operational Services Division, the state is required to purchase as alternative fuel vehicles:

- 10% of all new vehicles purchased in FY 1997
- 15% of all new vehicles purchased in FY 1998
- 25% of all new vehicles purchased in FY 1999
- 50% of all new vehicles purchased in FY 2000
- 75% of all new vehicles purchased by FY 2001 and beyond.

Unlike the federal statute, Massachusetts also requires that in FY 1998, 5% of all fleet purchases be "zero-emission vehicles" and by FY 2000, 10% must be ZEVs.

Motor vehicles exempt from the requirements of this section include: emergency, test and non-road vehicles.

APPENDIX G

SAMPLE ENVIRONMENTAL BID SUBMISSION LANGUAGE

In an effort to promote greater use of recycled and environmentally preferable products and minimize waste, all bids submitted should meet the following guidelines:

1. All copies should be printed double sided.
2. All submittals and copies should be printed on recycled paper with a minimum post-consumer content of 20% or on tree-free paper (i.e. paper made from raw materials other than trees, such as kenaf). All bids should note the level of recycled content contained in the paper being used.
3. Unless absolutely necessary, all bids and copies should minimize or eliminate use of non-recyclable or non re-usable materials such as plastic report covers, plastic dividers, vinyl sleeves and GBC binding. Three-ringed binders, glued materials, paper clips and staples are acceptable.
4. Vendors should submit materials in a format which allows for easy removal and recycling of paper materials.
5. Vendors are encouraged to use other products which contain recycled content in their bid documents. Such products may include, but are not limited to, folders, binders, paper clips, diskettes, envelopes, boxes, etc. Where appropriate, vendors should note which products in their bids are made with recycled materials.

6. Unnecessary samples, attachments or documents not specifically requested should not be submitted.

APPENDIX H

SAMPLE ENVIRONMENTAL PLAN LANGUAGE FOR VENDORS

Environmental Plan (Mandatory)

The vendor **must** within ninety days following the award of the contract, develop an environmental plan in consultation with OSD. All bids **must** include a statement with commits bidders to meeting the requirements of the environmental plan and **must** include a brief description of how the bidder plans to meet these requirements.

In the environmental plan, the vendor **must** examine and make recommendations as to the practicability of:

- source reduction efforts to reduce primary packaging(e.g. cardboard cartons) and secondary packaging(e.g. polystyrene, shrink-wrap)
- using packaging made with recycled content
- collection and recycling of materials at the office supply vendor's facility and at the facilities of all subcontractors, if any

The Environmental Plan **must** also include specific information on how the vendor plans to:

- work to increase the amount of recycled products available on the Statewide Contract wherever those products are of equal performance and competitively priced
- identify opportunities to purchase less/non toxic and energy efficient products on Contract wherever those products are of equal performance and competitively priced
- develop and distribute information and/or materials to customers on the vendor's environmental practices and initiatives

The Objective of the Environmental Plan is to reduce the amount of materials requiring disposal by encouraging the elimination of any superfluous materials used in the packing and shipping process, by encouraging the use of recyclable materials and those manufactured with recycled content, and by requiring the recycling of all appropriate materials.

Value added points are available for environmental initiatives currently in place. To receive points, Bidders **must** submit with their bids, detailed information on the actual environmental initiatives in place, including but not limited to, their duration, number of customers participating, recorded environmental benefits, etc.

APPENDIX I

FISCAL YEAR 1997 WORKSHOPS AND PRESENTATIONS

FISCAL YEAR 1997 WORKSHOPS AND PRESENTATIONS			
PARTICIPANTS	LOCATION	DATE	ATTENDEES
Essex County Solid Waste District	Danvers	7/18/96	25 Municipal Purchasers, DPWs, Recycling Coordinators
Franklin County Solid Waste District	Northampton	7/23/96	20 Municipal Purchasers, DPWs, Recycling Coordinators
Central MA Solid Waste District	Woburn	10/23/96	20 Municipal Purchasers, DPWs, Recycling Coordinators
Mass Municipal Annual Conference	Boston	1/17/97	10 Municipal Elected Officials
Municipal Recycling Council	Becker Coll., Leicester	1/24/97	25 Municipal Purchasers, DPWs, Recycling Coordinators
MA Association of School Business Officials (MASBO) (exhibited)	Randolph	3/25/97	200 School purchasers and financial personnel
NE Environmental Expo	Boston	4/30/97	15 private and public sector personnel
STATEWIDE BUY RECYCLED VENDOR FAIR AND CONFERENCE			
LOCATION		DATE	ATTENDEES
Sheraton Tara Hotel Framingham, MA		11/21/96	<ul style="list-style-type: none"> 250 Public and private sector purchasers and personnel 65 EPP Vendors

APPENDIX J

FISCAL YEAR 1996 BUY RECYCLED AWARDEES

Congratulations are in order for several state departments and municipalities who received a Fiscal Year 1996 Commonwealth of Massachusetts "Buy Recycled Award" for their outstanding accomplishments in closing the recycling loop. The awards, sponsored by the Commonwealth's Operational Services Division(OSD) and Massachusetts Public Interest Research Group(MassPIRG), were presented at the 2nd Annual Buy Recycled Vendor Fair and Conference on November 21, 1996, Award winners included:

AGENCY	AWARD
Massachusetts Highway Department	Best State Department Program
Department of Environmental Management	Most Innovative State Program
Metropolitan District Commission	Best State Targeted Program
University of Massachusetts Amherst	Best State University Program
Mass. Hospital School	Best State Facility Program
Westport	Best Municipal Program
Maynard	Best Municipal Written Policy

APPENDIX K

ENVIRONMENTAL PROCUREMENT CONTACTS

For copies of recycled product fact sheets, recycled product guide to state contracts, other publications or for more information about the Commonwealth's environmental procurement program, please contact any of the following people.

Operational Services Division

1 Ashburton Place, 10th Floor

Boston, MA 02108

(617) 727-7500 phone

(617) 727-4527 fax

Eric Friedman, Environmental Purchasing Coordinator (ext.351)

email: eric.friedman@state.ma.us

Marcia Deegler, Environmental Procurement Trainer (ext.356)

email: marcia.deegler@state.ma.us

OSD Environmental Web Page:

<http://www.magnet.state.ma.us/osd/enviro/enviro.htm>

Executive Office Of Environmental Affairs

100 Cambridge Street, 20th Floor

Boston, MA 02202

(617) 727-9800

(617) 727-2754 fax

Drew Hoyt, Clean State Coordinator (ext.232)

email: drew.hoyt@state.ma.us

Scott Cassel, Director of Waste Policy and Planning (ext.291)

email: scott.cassel@state.ma.us

Department of Environmental Protection

Consumer and Transportation Division

Bureau of Waste Prevention

1 Winter Street, 10th floor

Boston, MA 02108

(617) 292-5962 phone

(617) 556-1049 fax

Robin Ingenthron, Deputy Director

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